

INTRODUCTION

The primary purpose of this position is the performance of a variety of clerical functions involving the administrative support of a Veterinary Services Area Office. Responsibilities consist of several of the following duties and may be supplemented by additional responsibilities of comparable nature and difficulty.

DUTIES

Reviews expense account claims for reimbursement of travel and other official expenses. Checks for accuracy, completeness, and compliance with travel regulations. Contacts travelers as necessary for additional information and supporting documents. Maintains records of travel authorization numbers and advance of funds.

Prepares requests for personnel actions and related documents. When new employees are hired, reviews appointment affidavits and declaration sheets for completeness and accuracy. Maintains personnel correspondence, performance appraisals, position descriptions, and other personnel records and files. Maintains control on due dates of within-grade increases and performance evaluations. Prepares and distributes training request and authorization forms.

Initiates action on authorizations to store government owned vehicles for employees. Issues Federal Employee Identification Cards and telephone credit card. Initiates checks of employees' driving records and verifies validity of drivers' licenses.

Prepares time and attendance reports. Ensures that all activities are properly charged by accounting codes for budget purposes. Reviews leave discrepancy listings and prepares audits as necessary. Checks with the proper officials regarding non-receipt of check. Processes documentation for reimbursable overtime.

Receives, prepares, reviews, and forwards accident report forms to appropriate offices. Maintains related files. Types correspondence and answers routine inquiries concerning accident injuries. Maintains logs on vehicle accidents and personal injuries.

Prepares reports and maintains files associated with real property administration. Conducts property inventories and maintains related records. Prepares documents to initiate action for transfer, sale, report of loss, damaged, and unserviceable property. Maintains vehicle accountability records and prepares memoranda or other documents to initiate transfer, sale, or disposition.

Orders and maintains stock of forms and office supplies. Prepares purchase orders for items not available through supply channels.

Opens, date-stamps, sorts, and routes incoming mail and dispatches outgoing mail. Assists in maintaining records management system for area. Assures proper disposal of the material according to records management system for the area. Assures proper disposal of the material according to records management guidelines.

Types correspondence, narrative reports, transmittal letters, and other documents.

Compiles report data and types in prescribed format monthly, quarterly, and semiannual reports pertaining to various administrative matters.

Assists with clerical functions in direct support of disease programs. Duties include reviewing and preparing documents, processing and accumulating data, preparing reports, keeping records, and typing correspondence.

FACTORS

1. Knowledge Required by the Position

Must apply substantive and procedural knowledge of various administrative processes of the agency. This includes an understanding of documentation requirements, channels through which actions are accomplished, signatory and timeliness requirements, the maintenance of records, and related matters.

Must have good arithmetic ability and the analytical skill to compile and logically present data and information in reports and other documents.

Must have sufficient knowledge of grammar and spelling to compose routine correspondence and edit documents prepared by others. Must be knowledgeable of formats for agency correspondence. Skill in the use of word processing equipment. A qualified typist is required.

Because much of the work of the office utilizes modern data processing technology, it is essential that the incumbent have the ability to use a variety of standard computer commands and procedures on keyboard terminals and/or stand-alone personal computers.

2. Supervisory Controls

The supervisor provides instructions on special assignments and changes in procedures. Otherwise, work is assigned in accordance with established office procedures, without special instructions. While the incumbent must be able to carry out the majority of work on own initiative, the supervisor is normally available to provide assistance on unusual questions or problems that may arise as the work is accomplished. The supervisor also makes spot checks of completed work to assess accuracy and timeliness of service provided.

3. Guidelines

The incumbent is guided by agency policies, regulations, directives, and procedural handbooks issued by APHIS and Veterinary Services. Written guidelines are supplemented by oral instructions and established office practices. Substantial judgment is required to select appropriate guidelines and make minor adaptations and deviations to deal with specific situations. Matters not covered by established guidelines or requiring major guideline adaptation or deviations are referred to the supervisor or other staff member.

4. Complexity

Clerical support work involves several different administrative activities which have separate sets of duties guided by different guidelines and involving varied operational sequences. Employees in this position must have the flexibility to shift from one area of work to another. Much of the work is subject to variations in processing procedures based on specific situations requiring substantial judgment on the part of the incumbent.

Much of the work is performed on automated data processing equipment, requiring the employee to skillfully execute varied procedures. Due to continuing automation efforts in the agency, the incumbent must have the ability to adapt to changes in work processes.

5. Scope and Effect

The clerical assignments of the position facilitate a variety of administrative processes that support the operations of a Veterinary Services Area Office.

6. Personal Contacts

Contacts are with coworkers in the immediate office, Area employees stationed in the field, Regional Office personnel, and representatives of the NFC and FSO. There may also be contacts with the general public.

7. Purpose of Contacts

Contacts are to obtain and provide information necessary to Area operations. This includes the resolution of minor discrepancies or deficiencies in information.

8. Physical Demands

Work is primarily sedentary with occasional bending, stooping, and lifting of moderately heavy objects.

9. Work Environment

Work is performed primarily in an office setting.